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6 JUN 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Personnel Ceiling - Office of Training

25X1A6a 1. As of 31 May 1955 there existed 65 vacancies within the Office of Training of which 38 are in the Table of Organization for [REDACTED]. Of the latter, 19 were in the Administration and Support element and 19 in the Training element. As you know, active efforts are being made to fill these positions.

2. There is an urgent need to increase the Table of Organization in some of the other components of the Office of Training. This need arises from a general increase in requirements being placed on the Office by various parts of the Agency. The specific increases requested are:

a. Assessment and Evaluation Staff (Tab A)

4 Statistical Clerks - GS-5

1 Clerk-Stenographer - GS-5

b. Basic School (Tab B)

2 Training Instructors - GS-13

1 Training Instructor - GS-12

c. Intelligence School (Tab C)

1 Research Assistant - GS-11

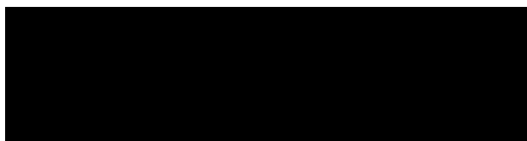
3. In accordance with your suggestion we are asking that the personnel ceiling for the Office of Training be increased by 9 positions rather than that existing vacancies be converted to permit such an increase. As you will note in Tab B, 3 of these positions are to provide slots for instructors to be assigned from DD/S components to OTR to supply added instruction in Logistics, Finance, and Personnel matters. The basis for the other increases is outlined in Tabs A and C.

4. A study is now being made by the Chief, Language and External Training School, to determine the increase in personnel required to implement a full scale area training program and expand the internal language training program. Inasmuch as some further time will be

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required to prepare these recommendations, the request will be submitted later in order that your review of the above urgent requirements will not be delayed.



MATTHEW BAIRD  
Director of Training

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Attachments:

Tab A  
Tab B  
Tab C

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